

**GRADUATE STUDIES
IN
EDUCATION**



CENTENARY COLLEGE OF LOUISIANA
SHREVEPORT, LOUISIANA

CENTENARY COLLEGE OF LOUISIANA

DEPARTMENT OF EDUCATION

GRADUATE STUDIES

1998 - 1999

SHREVEPORT, LOUISIANA

71134-1188

ESTABLISHED 1825

GRADUATE PROGRAMS

HISTORY

The primary mission of Centenary College is undergraduate education. However, we have a long history of offering professionally-oriented graduate programs in selected areas. At one time, Centenary College had a night program in law. Several sitting judges and local attorneys attended this program. In recent years, the College had a program in geology.

Centenary is an active citizen in the greater Shreveport community serving as a leader in responding to the needs of teachers and managers. Currently two graduate programs are offered to help meet the needs of the community; one in education and the other in business.

PURPOSE

The graduate programs at Centenary College have a common purpose: to help mature men and women become qualified for their careers and to provide the knowledge and skills which will lead to their continual development and success.

Education: The M.Ed programs in elementary education, secondary education, administration, and supervision aim to help capable teachers achieve greater success in their teaching careers. The Centenary programs offer a dual emphasis. The programs stress the practical skills and useful concepts which are genuine to good teaching and school administration. We teach the theoretical side of education upon which is based each of the pragmatic ideas. The programs are designed to be accessible, intensive, and useful.

Centenary's M.A.T. offers the non-traditional student with an undergraduate degree the opportunity to obtain state teacher certification. We stress practical methods of teaching in a "real world" view. Each student is provided an individualized prescription to obtain either elementary or secondary education.

Business: The Centenary Executive M.B.A. Program is designed for mature persons who have had at least five years real-world experience. The non-traditional program is designed to take persons from various backgrounds (medical doctors, marketing, banking, journalism, and so on) and provide them with the skills and knowledge to be more productive in their professional work as managers and to prepare them for higher levels of responsibility. Our mission is to make a dramatic and measurable impact in the competence and self-confidence of the adult students we choose to serve.

The M.S.M. degree prepares accounting majors to sit for and pass the C.P.A. exam. It will only be open to Centenary students after approval by the business faculty. The program involves a combination of internship, independent research, and course work.

GENERAL ADMISSIONS REQUIREMENTS

Candidates for admission to the graduate programs must meet College and departmental specific requirements. The General College admission standards are:

1. Bachelor's degree from a regionally accredited college or university.
2. Must be in good standing at all institutions of higher education previously attended.
3. Meet department specific requirements for admission as outlined in the respective bulletin. (NOTE: Bulletins are available in the respective departments).

Students of high standing with senior rank may pursue graduate level courses in education.

Students interested in pursuing graduate education courses must obtain permission of the Chair of the Department of Education and the Provost.

EDUCATION GRADUATE BULLETIN

THE PROVISIONS of this bulletin do not constitute an offer for a contract which may be accepted by students through registration and enrollment in the College. The College reserves the right to change any provision or requirement including fees at any time with or without notice. The College also reserves the right to require a student to withdraw from the College for cause at any time.

FAILURE to read this bulletin does not excuse students from the requirements and regulations. Centenary College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, nor in the operation of any of its programs and activities as specified by federal laws and regulations. The designated coordinator for College compliance with Section 504 of the Rehabilitation Act of 1973 is Mr. Tom Phizacklea.

CENTENARY COLLEGE offers admission without regard to color, race, sex or religion; and follows the guidelines for records established by the Family Educational Rights and Privacy Act (1974).

CENTENARY COLLEGE is an equal opportunity institution.

For additional information and/or application forms contact:

Department of Education
Centenary College of Louisiana
PO Box 41188
Shreveport, Louisiana 71134-1188
Telephone: (318) 869-5223

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THE CENTENARY M.ED. GRADUATE PROGRAMS

PURPOSE

Centenary's M.Ed. programs aim to help capable teachers achieve greater success in their teaching career. The Centenary programs offer a dual emphasis. We stress the practical skills and useful concepts which are germane to good teaching and school administration. We also teach the theoretical side of education upon which is based each of the pragmatic ideas. The programs are designed to be accessible, intensive, and useful.

Centenary's M.A.T. offers the non-traditional student with a degree to obtain state certification. We stress practical methods of teaching in a "real world" view. Each student is provided an individualized prescription to obtain either elementary or secondary certification and a masters' degree.

THE COLLEGE

Centenary College of Louisiana is a private, coeducational, Methodist institution and is recognized as one of the South's finest liberal arts colleges. Founded in 1825, Centenary is the oldest private college west of the Mississippi River. The College firmly believes that a liberal arts education preserves the best in our cultural heritage and prepares students for the challenges of the future. Centenary College is accredited by the Southern Association of Colleges and Schools.

ADMINISTRATION

The Dean of the College is the administrative officer responsible for the graduate programs. The Dean and the Graduate Council are charged with the general administration of the programs.

GRADUATE COUNCIL

The Graduate Council is composed of the following: the Dean of the College, the Dean of the School of Business, the Chairperson of the Education Department, the Chairperson of the Geology Department, and a Graduate Student. It is from these members that the Council selects its chairperson for the year.

The Graduate Council is responsible for the admission criteria to graduate programs and the supervision of satisfactory progress toward degrees, and for policies pertaining to personnel, curricula, degree requirements, and finances. Proposals relating to any of these areas may originate with the Provost, members of the Council, or any Faculty or administrative officer of the College and should be sent to the Provost and the Chairperson of the Graduate Council. Proposals for new graduate programs come to the Graduate Council with majority approval from the department seeking the program. The Graduate Council submits its recommendations to the Faculty for approval.

DEGREES CONFERRED

Centenary awards the following degrees:

MASTER OF EDUCATION

Elementary Education
School Administration
Secondary Education
Supervision of Instruction

MASTER OF ARTS IN TEACHING

Elementary
Secondary

ADMISSION REQUIREMENTS

Admission to a degree program in graduate education is under the direction of the Chairperson of the Education Department. All correspondence concerning admission to the Master of Education program (degree status) should be sent to:

Chairperson, Education Department
Centenary College of Louisiana
P.O. Box 41188
Shreveport, Louisiana 71134-1188
Telephone (318) 869-5223

All correspondence concerning admission to non-degree graduate education courses should also be sent to the Chairperson of the Education Department.

"Although the college recognizes the importance of experimental learning in the development of the consummate professional, no credit will be awarded for portfolio-based experiential learning which occurs prior to matriculation into the graduate program".

M.ED. REGULAR ADMISSION

Degree Status. A student will not receive graduate credit for any course taken unless he or she has complied with the following admission procedures, and has been accepted for admission to the Graduate Education Program. Criteria for unconditional admission include the following:

1. Completed application form with a \$30 non-refundable application fee. This is a one-time only charge. Application forms are available in the Education office.
2. Complete official transcripts of work completed at each college or university attended showing evidence of the completion of a Bachelor's Degree from a Regionally Accredited Institution of Higher Education.
3. Results of the Graduate Record Examination Aptitude Test. Those students otherwise qualifying for unconditional admission may be granted conditional/provisional admission,

and allowed to submit the test score during the first semester of study. Undergraduate GPA, letters of recommendation and other considerations will be considered for conditional/provisional admission.

4. Master of Education students must present a 2.5 (4.0 system) composite grade point average on all under-graduate work to be considered for regular admission.
5. Admission to a graduate program does not imply candidacy for a graduate degree, and the final decision rests with the Chairperson of the Department of Education.
6. A student must have been in good academic standing in all institutions previously attended.
7. Have a valid provisional, renewable, or lifetime teaching certificate.
8. Two references, one academic and one professional.
9. Personal interview with the Department of Education Faculty.
10. All documents must be received in the Department of Education office by the dates printed on the class schedule and/or application form or the student will not be allowed to register. Schedules are available in the Department of Education office.

SPECIAL ADMISSION

Outstanding graduating seniors in the final semester of the undergraduate program at Centenary may, with permission of the Provost and the Chairperson of the Department, be admitted to the Graduate Education program and permitted to enroll in a maximum of six (6) hours of graduate course work. Should the student fail to graduate at the close of the semester, credit for the graduate level work will be denied.

CONDITIONAL STATUS

An applicant who does not meet all requirements for unconditional admittance as a graduate student (excluding verification of possessing a Bachelor's Degree) may be granted conditional status by the Chairperson of the Department. All conditions must be removed prior to continuing further graduate study.

REMOVAL OF CONDITIONAL STATUS

The removal of conditional status and continuance in the graduate program are determined by:

1. Completion of regular admission procedures.

2. Completion of twelve (12) semester hours of graduate study.
3. If regular status has not been attained after completing twelve (12) semester hours, a student may not continue to pursue courses until all requirements are met.
4. A student on conditional status who fails to qualify for regular status upon completing twelve (12) semester hours of work may apply at a later date for admittance.

RE-ADMISSION

Graduate students whose study is not continuous in the Centenary College Graduate Program must apply for re-admission to the Graduate Program. The application for readmission is made to the Department of Education.

M.A.T. REGULAR ADMISSION

1. Completed application form with a \$30 non-refundable application fee. This is a one-time only charge. Application forms are available in the Education office.
2. Complete official transcripts of work completed at each college or university attended showing evidence of the completing of a Bachelor's Degree from a Regionally Accredited Institution of Higher Education.
3. Results of the National Teacher's Examination with minimum scores of 644 on General Knowledge and 645 on Communication Skills. Professional Knowledge and Area examination must be completed prior to student teaching.
4. Master of Arts in Teaching students must present a 2.5 (4.0 system) composite grade point average on all college work, undergraduate and graduate, to be considered for admission.
5. Admission to a graduate program does not imply candidacy for a graduate degree, and the final decision rests with the Chairperson of the Department of Education.
6. A student must have been in good academic standing in all institution previously attended.
7. Two references, one academic and one professional.
8. Personal interview with the Department of Education Faculty during which a prescription listing certification deficiencies is developed.
9. All documents must be received in the Department of Education office by the dates printed on the class schedule and/or application form or the student will not be allowed to register. Schedules are available in the Department of Education office.

Students not meeting these standards will not be admitted to the M.A.T. program. Students may seek conditional status under the guidelines for the M.Ed. or non-degree admission, if not admitted to the M.A.T.

NON-DEGREE STUDENT'S ADMISSION

Any person who has earned a bachelor's or master's degree from a regionally accredited college or university and wishes to take a course or courses, but is not interested in pursuing another degree, must meet the following.

1. **Non-degree Status:** Admission in this category is restricted primarily to those persons who may benefit professionally from additional study at the graduate level--for example, public school teachers who wish to participate in the Tuition Exemption Program (TEP). A non-degree status student is ineligible to become a candidate for a graduate degree. Should the student subsequently wish to be admitted to a degree program, a formal application must be made. A maximum of six (6) semester hours of graduate credit may be applied toward the degree, and in all cases the non-degree student must receive permission from the Chairperson of the Education Department before enrolling in any graduate courses.
2. **Transient:** Students admitted to a graduate program at another institution and wishing to take a course(s) for transfer credit may be allowed to take such a course(s) with the approval of the Director of Graduate Studies in the college in which he or she would normally enroll. A maximum of twelve (12) hours of transient credit will be allowed. Transcripts shall note that such credit is for transfer only. (Transient students must submit a "letter of good standing" from the Dean or Registrar in lieu of GRE scores and transcripts.)
3. **Master's Plus 30:** Students who have earned a master's degree from a regionally accredited institution are admissible to the Graduate School on this basis. However, this action does not admit the student to any specific program of study within the Graduate School automatically.

NOTE: Courses completed while one is classified as a non-degree or post-master's student may be considered for application toward a degree at a later time provided that all other requirements have been fulfilled. This credit must have been earned no more than six years prior to completion of the degree requirements, and a maximum of six (6) semester hours of graduate credit may be applied toward the degree.

Students seeking Alternative Post Baccalaureate Certification are to refer to the undergraduate catalog.

ADMISSION OF TRANSFER STUDENTS

An applicant who has attended another graduate school and has earned at least a 3.0 average on all graduate work is eligible to apply for admission to the Graduate Program at Centenary. The transfer student must also meet all admission requirements listed under the regular admission section. Furthermore, eligibility for re-admission to the college from which the student has transferred is essential.

An applicant who has attended another graduate school and whose average on all graduate work is below 3.0 but not lower than 2.5, may be eligible for conditional admission to the Centenary Graduate Program by action of the Graduate Council.

TRANSFER OF CREDIT

In individual cases, a student, with the approval of the Chairperson of the Education Department, may transfer a maximum of six (6) semester hours of graduate credit earned in an accredited college or university with the following provisions: The grade in each course accepted must be "B" or better. Each course must be acceptable to the pattern of student's degree program at Centenary College. The work considered for transfer must have been completed before the student registers in the graduate program. The credit must have been earned within five years or less prior to the student's acceptance into a graduate program. No graduate credit will be allowed for work done by correspondence study.

ADMISSION TO CANDIDACY

Eligibility for candidacy must be established following the completion of twelve (12) semester hours of graduate study.

You should note carefully the distinction between "admission to the Graduate School" and "admission to candidacy." The latter represents a re-evaluation of your work and is determined only after course work has furnished a basis for judgement. Admission to a graduate program does not necessarily imply future admission to candidacy.

Your admission to candidacy will be determined by the Graduate School after twelve (12) hours of course work have been completed, and after all conditions to admission have been removed, including departmental or other required examinations and/or conditions, if any. You must make a formal request for candidacy. Registration for additional courses will not be accepted until the request for candidacy has been processed.

Intention to Graduate: At the beginning of the semester in which you plan to graduate, you must fill out and return to the Graduate School an Intention to Graduate form, which may be obtained from the Graduate Office. This form must be refiled in case of postponement.

SPECIAL DEADLINES FOR MASTER'S DEGREE STUDENTS

Last day for filing Intention to Graduate form and permission to take the Comprehensive Exam for spring graduation, one month after beginning of spring semester; summer graduation, beginning of third week of first summer term; mid-year completion of work, one month after beginning of fall semester. For exact dates, see Academic Calendar.

FINANCIAL INFORMATION

APPLICATION FEE

A one-time non-refundable application fee of \$30 will be assessed each person making first-time application for graduate admission to Centenary College of Louisiana. You are responsible for consulting and following the Academic Calendar, which includes dates of the registration periods.

TUITION

1. Tuition is \$360.00 per three hour course. Four hour courses slightly higher.
2. Graduating seniors who are approved for taking a maximum of six hours of graduate course work in addition to their undergraduate program will pay the regular undergraduate costs for full or part-time undergraduate course work.
3. Arrangements may be made through the Business Office for time payments. A fee is assessed by the Business Office for this service.

AUDITING FEE

Any student may be admitted to regular classes for audit by meeting admissions requirements, receiving the approval of the Chairperson, and by paying an audit fee.

VEHICLE REGISTRATION/PARKING TICKETS

All students are required to register their vehicle(s) and obtain a vehicle registration decal. This may be done either at the Business Office (Hamilton Hall), or at registration. Cost for a full year is \$10.00, summer ONLY is \$5.00. The decal is good for one year, expiring on the 15th of August. Any tickets received are the responsibility of the registrant and must be paid at the Business Office. (See Campus Parking Brochure)

LATE REGISTRATION FEE

Any student registering after the close of the regular registration period will be charged an additional late registration fee of \$35.00.

CHANGE OF REGISTRATION FEE

After registration is completed, a fee of \$10.00 is charged for any change of registration (i.e., for each course dropped, added, or modified) not initiated by the College.

GRADUATION FEE

Candidates for all advanced degrees will pay a graduation fee of \$25.00 which includes the cost of the diploma. The student will also pay the rental of the academic gown, cap, and hood.

PAYMENT OF FEES

No grade reports or transcripts will be issued until all financial obligations to the College have been met.

TEXTBOOKS

All textbooks used are on sale in the Centenary Bookstore located in the Student Union Building.

TRANSCRIPTS OF CREDIT

Any person who has earned credit may obtain a certified copy of his/her record, provided he/she is in good standing with all departments of the College. The first transcript is furnished without charge, and a fee of \$2.00 is charged for each additional transcript.

FINANCIAL ASSISTANCE

Information concerning availability of loan funds may be obtained from the Director of Admissions and the Director of Financial aid.

WITHDRAWAL AND REFUND POLICY

Official withdrawal is the date the student receives the approval of the Dean of the College for his/her withdrawal; and all funds are based on that date, regardless of the date of last attendance. Withdrawal forms are available at the office of the Dean of the College. The completed form bearing the proper signatures will be filed at the Registrar's office. Fall and spring semester tuition and refundable fees are refunded if the student withdraws on or before the fifth class day after registration. A service charge of \$25.00 will be made for withdrawal even if the student does not attend class. After the fifth class day, the following policy applies:

1. All fees are charged.
2. Between the sixth day of classes and the third Friday after classes begin three-fourths of tuition is refunded.

3. Between the third Friday and fifth Friday after classes begin, one-half of the tuition is refunded.
4. After the fifth Friday of classes, no refunds are given.
5. No refunds are given for the three-week summer courses after the first three days of class.

DROPPING COURSES

Non-attendance of class does not constitute a drop. There will be no tuition or fee adjustments for dropping courses after the 7th day of classes.

Students who are separated from the College as the result of disciplinary action forfeit all refund rights.

ACADEMIC REGULATIONS

Graduate students are expected to assume responsibility for becoming fully acquainted with regulations and requirements of the Graduate School.

GRADING SYSTEM/REQUIREMENTS

Grades are given at the end of each semester. The grading system includes the letter grades of A, B, C, D, F and I. A student will not be granted graduate credit for any course in which a grade of less than C is received.

I - Incomplete work; given only when an *emergency* prevents the student from completing final examination or other concluding work of the course at the scheduled time. This temporary grade must be removed during the next regular semester by the time listed in the academic calendar, or it is automatically converted to a permanent "F".

GRADUATION REQUIREMENTS

To receive a Graduate Degree at Centenary College, a student must have an average of at least a 3.0 on all work pursued for Graduate credit. A student will be dropped from the roll if either his or her cumulative average and/or his or her average for the semester is below 3.0. No grade lower than a "C", and no more than one "C" will count toward a degree. On the receipt of a second "C", the student will be dropped from the Graduate program.

COMPREHENSIVE EXAMINATION

Candidates for the M.Ed. will be required to take a comprehensive examination during the semester they plan to graduate. The exam will be graded by the graduate education faculty and

encompass all course work taken for the degree. Students receiving an unsatisfactory mark will be permitted to retake the exam, but can not graduate until satisfactorily passed.

SECOND DEGREE

Candidates must receive eighteen hours of graduate credit beyond the first Centenary degree, approved by the education chairperson, and successfully pass a second comprehensive examination. To be eligible for a second degree, the candidate must petition approval and file a second degree plan.

REPEATING COURSES

A graduate student may repeat a course in which a grade of "C" was earned. The original "C" will remain on the transcript and count toward the total of two for dismissal. The repeated grade will be averaged with the original "C" in grade computation.

AUDITING COURSES

Students auditing courses will not receive credit nor will they be permitted to take a credit examination on work audited.

PROBATIONARY STATUS AND DISMISSAL

A student who makes below a 3.0 grade point average will be placed on probation, and if he/she fails to raise that grade point average to at least a 3.0 average in the following semester, he/she will be dropped from the program.

Students who make one grade below "C" or more than one grade of "C" will be dropped from the graduate program.

WITHDRAWAL

Failure to attend classes does not constitute withdrawal. Official withdrawal is the date the student receives the approval of the Dean of the College for his/her withdrawal.

MAXIMUM COURSE LOAD

A full-time graduate student may enroll for a maximum of twelve semester hours in a regular semester and twelve semester hours in a summer term, six hours per session. A student will be allowed to enroll in one course which lasts six weeks during the summer and three additional courses. The total hours shall not exceed twelve. A person is limited to pursuing a maximum of six semester hours during the regular school year, if employed full-time.

MASTER OF EDUCATION

ADMISSION TO CANDIDACY

Admission to a graduate program does not automatically admit a student to candidacy for a degree in education. To be eligible for admission to candidacy for the master's degree, a student must:

1. Have achieved a regular unconditional graduate student status.
2. Have had a degree plan approved, by the Chairperson of the Education Department, prior to the completion of the first semester's work.
3. Have completed a minimum of twelve semester hours of graduate work at Centenary.
4. Have earned a "B" average on all graduate work pursued.
5. Have presented evidence of teacher certification.
6. Have met all admission standards.
7. Be approved by the Chairperson of the Education Department for candidacy following the examination of applicant credentials for evidence of continued scholarly producing.

Upon the recommendation of the student's advisor and with the approval of the Chairperson of the Education Department, formal admission to candidacy will be granted by vote of the Graduate Education Faculty.

PROGRAM DESCRIPTIONS

All students enrolling in any of the below listed Master of Education Degree Programs must declare, file and have approved an official degree plan with the Chairperson of the Department of Education prior to the completion of six (6) semester hours of Graduate study. Failure to do so may result in suspension from the Graduate program, or nonacceptance of course work towards the completion of degree program.

In keeping with the regulations as stated in the *LOUISIANA STANDARDS FOR STATE CERTIFICATION OF SCHOOL PERSONNEL*, please be advised that you must meet not only stated criteria mandated by the state of Louisiana, but also the appropriate academic course work required by Centenary College in order to be able to receive your degree and Certification in Educational Administration and/or Supervision.

Time Limit: It is expected that you will complete your work within five years from the date of the earliest credit to be counted on the degree, including transfer credit, if any.

Extension of time must be applied for in writing, and should explain why the degree was not completed within the time limit and present a schedule for completing the program. Additional courses may be assigned to students who do not complete the degree within the time limit.

SCHOOL ADMINISTRATION - Elementary and Secondary

Completion of a minimum of 36 semester hours of graduate credit to include:

- A. Nine semester hours of Educational Administration and Instructional Supervision as follows:

505 - School Principalship

540 - Instructional Supervision

560 - Foundations and Theory of Educational Administration

- B. Eighteen semester hours in professional education to include:

501 - Educational Research

506 - School Law

530 - Curriculum

563 - Philosophy of Education

565 - School Personnel Administration

566 - School Finance

- C. Six semester hours of electives in Educational Administration from:

507 - School Plant and Facilities

564 - School Community Relations

568 - Program Development and Evaluation

570 - Internship in Administration and Supervision

- D. Three semester hours as follows:

589 - Advanced Research & Statistics Methods

SUPERVISION OF INSTRUCTION

Completion of a minimum of 36 semester hours of graduate credit to include:

A. Fifteen semester hours in Administration and Supervision as follows:

504 - Supervision of Student Teaching

530 - Curriculum

531 - Curriculum Innovations

540 - Instructional Supervision

560 - Foundations and Theory of Educational Administration

B. Fifteen semester hours of Professional Education as follows:

501 - Educational Research

506 - School Law

510 - Testing and Measurement

563 - Philosophy of Education

568 - Program Development and Evaluation

C. Three semester hours as follows:

570 - Internship in Administration and Supervision

D. Three semester hours as follows:

589 - Advanced Research & Statistics Methods

ELEMENTARY EDUCATION

Completion of a minimum of 36 semester hours of graduate credit to include:

A. Twenty-four semester hours as follows:

501 - Educational Research

507 - Comparative Grammar

510 - Testing and Measurement

514 - Foundations of Reading Instruction

521 - Exceptional Children - Learning, Physical and Emotional Disabilities

525 - Theories of Learning

530 - Curriculum

531 - Curriculum Innovations

B. Nine semester hours of electives in graduate education courses approved by the Chairperson of the Department of Education will meet the requirements of the master's degree.

C. Three semester hours as follows:

589 - Advanced Research & Statistics Methods

In designing your program in elementary education to best suit your needs, some latitude in courses is possible. All substitutions and electives must be approved by the Chairperson of the Education Department prior to enrolling in such courses.

SECONDARY EDUCATION

Completion of a minimum of 36 semester hours of graduate credit to include:

A. Twenty-four semester hours as follows:

501 - Educational Research

507 - Comparative Grammar

510 - Testing and Measurement

518 - Reading in the Content Area

521 - Exceptional Children - Learning, Physical and Emotional Disabilities

525 - Theories of Learning

530 - Curriculum

531 - Curriculum Innovations

B. Nine semester hours of electives in graduate education courses approved by the Chair of the Department of Education will meet the requirements of the master's degree.

C. Three semester hours as follows:

589 - Advanced Research & Statistics Methods

In designing your program in secondary education to best suit your needs, some latitude in courses is possible. All substitutions and electives must be approved by the Chairperson of the Education Department.

READING SPECIALIST CERTIFICATION

To obtain reading specialist certification, you must have a master's degree and complete Reading 514, 515, 516, and 518. Selective enrollment may be used in courses leading to reading specialist certification.

ENGLISH AS A SECOND LANGUAGE CERTIFICATION

To obtain ESL Certification, you must hold a valid teaching certificate and complete Educ 520, 523, 524, and Engl 507.

MASTER OF ARTS IN TEACHING ELEMENTARY

PREREQUISITES

1. B.A. or B.S. from a regionally accredited college or university.
2. 2.5 GPA in all course-work pursued in college.
3. 644+ on the National Teacher's Examination General Knowledge Test.
4. 645+ on the National Teacher's Examination Communication Skills Test.
5. Development of a prescription listing certification deficiencies outside of the M.A.T. (A person must apply for admission prior to this step).

DEGREE REQUIREMENTS

Completion of a minimum of 36 semester hours of graduate credit to include:

A. Eighteen semester hours as follows:

511 - Advanced Methods in Elementary Language Arts and Social Studies

512 - Advanced Methods in Elementary Mathematics and Science

519 - Human Growth and Development

521 - Exceptional Children: Learning, Physical & Emotional Disabilities

525 - Theories of Learning

563 - Philosophy of Education

B. Nine semester hours as follows:

514 - Foundations of Reading Instruction

515 - Identification of Children with Reading Disabilities

516 - Clinical Practicum in Reading

C. Nine semester hours as follows:

577 - Student Teaching: Elementary

ADDITIONAL CERTIFICATION REQUIREMENTS

1. Passage of the Professional Knowledge and Specialty Knowledge tests on the National Teachers Examination.
2. Maintenance of the State required minimum grade point average (must maintain 3.0 on the graduate program with no grades below C and no more than one C).
3. General educational requirements:
 - a. English: A minimum of 12 semester hours, including at least 3 semester hours in grammar and 3 semester hours in composition;
 - b. Social Studies (anthropology, economics, geography, history, political

science, sociology, psychology other than that required in professional education, and survey of social science): A minimum of 12 semester hours, including at least 3 semester hours in geography (other than the geography of the state);

- c. Science: A minimum of 15 semester hours, including at least 3 semester hours in biological science and at least 3 semester hours in physical science;
 - d. Mathematics: A minimum of 12 semester hours including algebra, and
 - e. Health and Physical Education: A minimum of 4 semester hours.
4. Specialized Academic Education: At least 15 semester hours from the following with no more than 3 hours from any one:
- a. Children's Literature;
 - b. Speech;
 - c. Nutrition Education;
 - d. Louisiana History or Louisiana Geography;
 - e. Art for the Elementary School (not crafts);
 - f. Music for the Elementary School;
 - g. Health and Physical Education for the Elementary School.

MASTER OF ARTS IN TEACHING **SECONDARY**

PREREQUISITES

- 1. B.A. or B.S. from a regionally accredited college or university.
- 2. 2.5 GPA in all course-work pursued in college.
- 3. 644+ on the National Teacher's Examination General Knowledge Test.
- 4. 645+ on the National Teacher's Examination Communication Skills Test.
- 5. Development of a prescription listing certification deficiencies outside of the M.A.T. (A

person must apply for admission prior to this step).

DEGREE REQUIREMENTS

Completion of a minimum of 36 semester hours of graduate credit to include:

A. Eighteen semester hours as follows:

510 - Test and Measurement

519 - Human Growth and Development

521 - Exceptional Children: Learning, Physical & Emotional Disabilities

525 - Theories of Learning

529 - Enhanced Secondary Methods

563 - Philosophy of Education

B. Nine semester hours as follows:

501 - Educational Research

518 - Reading in the Content Area

530 - Curriculum

C. Nine semester hours as follows:

578 - Student Teaching: Secondary

Certification areas in which a person may work at Centenary on this degree:

Biology
Earth Science
French
Health & Physical Educ
Mathematics
Spanish
Environmental Science

Latin
Computer Science
General Science
Instrumental Music
Social Studies
Vocal Music

Chemistry
English
German
Journalism
Physics
Speech

ADDITIONAL CERTIFICATION REQUIREMENTS

1. Passage of the Professional Knowledge and Specialty Area tests on the National Teachers Examination.
2. Maintenance of the State required minimum grade point average (must maintain 3.0 on the graduate program with no grades below C and no more than one C).
3. General educational requirements:
 - a. English: A minimum of 12 semester hours, including at least 3 semester hours in grammar and 3 semester hours in composition;
 - b. Social Studies (anthropology, economics, geography, history, political science, sociology, psychology other than that required in professional education, and survey of social science): A minimum of 12 semester hours, including at least 3 semester hours in American history;
 - c. Science: A minimum of 12 semester hours, including at least 3 semester hours in biological science and at least 3 semester hours in physical science; and
 - d. Mathematics: A minimum of 6 semester hours; and
 - e. Health and Physical Education: A minimum of 4 semester hours.
4. Specialized Academic Education:
 - a. A person holding a bachelor's degree from a regionally accredited college with a major in an area of certification and a 2.5 overall GPA may become certified through the alternative method in that major without further specialized work.
 - b. A person not meeting the requirements of 4.a. may certify in an area by satisfying the specialized requirements listed in the Louisiana Department of Education Bulletin 746, a copy of which is located in the Centenary College Department of Education.

COURSE DESCRIPTIONS

COMPUTER SCIENCE

- 595: EDUCATIONAL IMPLICATIONS OF MICROCOMPUTERS 3 hrs
A survey course in computers for the educator. The course deals with general information on computers, how they work, what they are used for, how they were developed, etc. A large portion of the course will be conducted in the microcomputer laboratory where students will learn to use educational software, word processing packages, and programs in BASIC.

ECONOMICS

- 544: ECONOMICS FOR TEACHERS 3 hrs
A study of basic economic concepts and methods of presenting these concepts.
- 545: ECONOMIC GAMES AND SIMULATIONS 3 hrs
A study of the use of games and simulations to provide an alternative to the classroom teacher in teaching economic concepts.
- 546: ECONOMICS IN THE ELEMENTARY CLASSROOM 3 hrs
An examination of the economic concepts applicable to the elementary curriculum. Special emphasis is given to pedagogical techniques in economics.
- 547: ECONOMICS IN THE SECONDARY CLASSROOM 3 hrs
An examination of the economic concepts applicable to secondary curriculum. Concepts are not limited to the social sciences, but studied in the context of all disciplines, with particular emphasis of pedagogical techniques.

EDUCATION

- 501: EDUCATIONAL RESEARCH 3 hrs
The nature of scientific thinking, techniques of research design, planning and evaluation. Examination of principal research methods, survey of significant research studies.
- 504: SUPERVISION OF STUDENT TEACHING 3 hrs
Principles and techniques of supervision; emphasis on evaluation procedures.
- 505: SCHOOL ADMINISTRATION 3 hrs
Duties and responsibilities of the elementary school and secondary school principal in areas of organization, leadership, administration, and supervision; principal's professional growth and his/her relationship to school, teachers, and patrons.
- 506: SCHOOL LAW 3 hrs
Local, state and federal statutory, constitutional and case laws, rulings and opinions affecting education; legal rights and responsibilities of school personnel.

- 507: SCHOOL PLANT AND FACILITIES 3 hrs
Buildings, grounds, and equipment and their significance to the educational program.
- 509: HUMAN RELATIONS IN EDUCATIONAL CHANGE 3 hrs
Love, empathy, humor, understanding, and sensitivity as they apply to administrator, teacher, non-professional, personnel, and student.
- 510: TESTING AND MEASUREMENTS 3 hrs
Theory, principles, and evaluation of various types of tests. Emphasis on both teacher-made and standardized tests.
- 511: ADVANCED METHODS IN ELEMENTARY LANGUAGE
ARTS AND SOCIAL SCIENCES 3 hrs
Study of methods, literature, curricula, materials, and research in the teaching of language arts and social studies. Emphasis on innovation.
- 512: ADVANCED METHODS IN ELEMENTARY MATHEMATICS
AND SCIENCE 3 hrs
Study of methods, literature, curricula, materials, and research in the teaching of mathematics and science. Emphasis on innovation.
- 519: HUMAN GROWTH AND DEVELOPMENT 3 hrs
An advanced study of the aspects of human behavior that change from conception through adulthood and the processes that account for the changes. A review of the major theories set forth to explain different aspects of human development is included. Summer
- 520: METHODS OF TEACHING ENGLISH AS A SECOND LANGUAGE . . . 3 hrs
The theories and practical approaches and techniques for teaching English as a Second Language to elementary, secondary, and adult education.
- 521: EXCEPTIONAL CHILDREN-LEARNING, PHYSICAL AND EMOTIONAL
DISABILITIES 3 hrs
Understanding and working with pupils with handicaps; legislation, history and development, current literature, identifying characteristics, and organizational and instructional patterns and strategies.
- 523: INTRODUCTION TO LANGUAGE AND CULTURE 3 hrs
A study of the relationship of language acquisition to social and cognitive development. Fall.
- 524: CURRICULUM DESIGN FOR THE MULTICULTURAL CLASSROOM . 3 hrs
The adaptation of curriculum for the multi-ethnic classroom. A review of existing English as a Second Language materials of the elementary, secondary, and adult education levels. Spring.

- 525: THEORIES OF LEARNING 3 hrs
A study of modern learning theory, its historical context, and the contributions of major intellectual figures such as Thorndike, Pavlov, Hull, Tolman, Skinner, Estes, and Bandura.
- 528: ENHANCED METHODS IN UPPER ELEMENTARY EDUCATION 3 hrs
A study of materials, methods and problems of teaching and learning in upper elementary education. An individualized schedule of investigative writings on teaching methods and available technology. Spring.
- 529: ENHANCED SECONDARY METHODS 3 hrs
A study of materials, methods, and problems of teaching and learning in secondary education. An individualized schedule of investigative writings on teaching methods and available technology. Fall.
- 530: CURRICULUM 3 hrs
A study and evaluation of elementary and secondary school curriculum, theory, and design, including recent curriculum developments.
- 531: CURRICULUM INNOVATIONS 3 hrs
An examination of curriculum innovations and trends in the elementary and secondary levels. A curriculum project will be developed, presented and defended utilizing current trends and innovations.
- 539: DISCOVERY LEARNING LABORATORY: 3 hrs
(Prerequisite: Consent of the instructor, special restriction based on the topics to be covered). Emphasis on the hands-on discovery model of teaching. Teaching and learning in this course will require students to participate in specialized outdoor and indoor minds-on activities. This course may be taken more than once.
- 540: INSTRUCTIONAL SUPERVISION 3 hrs
Principles, techniques, procedures, and instruments used in supervision of instructional and auxiliary services in the elementary and secondary school.
- 551: FOUNDATIONS OF NURSERY SCHOOL AND
KINDERGARTEN EDUCATION 3 hrs
(Prerequisite: Approval by Chairperson, Department of Education).
The development of pre-school education; growth and development characteristics of very young children; providing an environment for learning; and organizing and administering programs and services.
- 552: METHODS AND CURRICULUM OF EARLY CHILDHOOD
EDUCATION 3 hrs
(Prerequisite: EDUC 551).

The objectives of nursery school and kindergarten education; curricula and methods in language development, communication skills, science, social living, numbers, music, art, dramatic play, and other readiness experiences.

- 553: PRACTICUM IN KINDERGARTEN EDUCATION 3 hrs
(Prerequisite: EDUC 551 and 552).
Supervised observation and teaching internship experiences in programs for kindergarten school children.
- 554: PRACTICUM IN NURSERY SCHOOL EDUCATION 3 hrs
(Prerequisite: EDUC 551 and 552).
Supervised observation and teaching internship experiences in programs for nursery school children. Development of teaching competencies appropriate to instructional activities.
- 560: FOUNDATIONS AND THEORY OF EDUCATIONAL
ADMINISTRATION 3 hrs
An examination of foundations and administrative theories and their application to educational administration in public school systems.
- 563: PHILOSOPHY OF EDUCATION 3 hrs
A study of the current philosophies of education, with attention and emphasis to their impact on solutions to problems in American education.
- 564: SCHOOL-COMMUNITY RELATIONS 3 hrs
A study of techniques and practices in building successful public relations programs. Emphasis will be placed on research and design of successful programs.
- 565: SCHOOL PERSONNEL ADMINISTRATION 3 hrs
A study of personnel theory and management and the inter-relationship of the individual, the organization, and the educational process. A major purpose of the course is to conceptualize and practice key interpersonal leadership skills.
- 566: SCHOOL FINANCE 3 hrs
A survey of financial and business management in public education, with emphasis on the study of budgeting and accounting procedures and of state, local, and federal sources of revenue.
- 568: PROGRAM DEVELOPMENT AND EVALUATION 3 hrs
A comprehensive study of procedures and methods in securing information for the development, alteration, approval, and implementation of curriculum programs.
- 569: INTEGRATION OF COMPUTERS INTO THE CLASSROOM 3 hrs
An investigation into the Creative application of Technology in Education through the

effective integration of computers into the K-12 curriculum.

570: INTERNSHIP IN ADMINISTRATION & SUPERVISION 3 hrs
Observation and participation in all facets of administration and supervision in an elementary and/or secondary school under the direction of outstanding administrators and supervised by college faculty.

577: STUDENT TEACHING: ELEMENTARY 9 hrs

578: STUDENT TEACHING: SECONDARY 9 hrs

581: INTERNSHIP IN TEACHING 3 hrs

582: (Prerequisite: B.S. or B.A. Degree, completion of all certification requirements except student teaching. These courses are open for credit only to those seeking alternative certification).

This two course combination is an on-the-job teaching internship experience lasting one year in the area of certification. The intern must be employed by a local education agency and teach in an all-day setting under the supervision of college faculty. The intern is responsible for obtaining his/her own teaching position. These courses will not count toward a master's degree.

589: ADVANCED RESEARCH AND STATISTICS METHODS 3 hrs
A study of the principal research methods and techniques through existing research and statistical methods commonly applied to educational research.

595: SELECTED TOPICS 3 hrs
A detailed study of an area in education not normally covered in regular education courses.

595S: SELECTED TOPICS/ADVANCED SECONDARY METHODS 3 hrs
Advanced study of materials, methods, and problems of teaching in the secondary school.

ENGLISH

507: COMPARATIVE GRAMMAR 3 hrs
An introduction to the scientific study of language; the nature of language structure; how languages are alike and how they differ.

GEOLOGY

501: EARTH SCIENCE-EARTH MATERIALS 4 hrs
A study of physical geology, mineralogy, petrology and geomorphology. This course will not count toward a master's degree.

502: EARTH SCIENCE-EARTH HISTORY 4 hrs
A study of historical geology and paleontology. This course will not count toward a

master's degree.

- 503: EARTH SCIENCE-OCEANOGRAPHY 4 hrs
A study of the physical characteristics of the oceans and meteorology. This course will not count toward a master's degree.
- 504: EARTH SCIENCE-ASTRONOMY 4 hrs
A study of the earth as a body in space, planetary geology and the solar system. This course will not count toward a master's degree.
- 505: EARTH SCIENCE WORKSHOPS 4 hrs
(Prerequisite: GEOL. 501, 502, 503, 504 (One may be taken concurrently with permission of the instructor)).
A hands-on and discovery approach to developing a source book of earth science activities teachers may use in their classroom. This course will not count toward a master's degree.
- 506: EARTH SCIENCE SEMINAR 4 hrs
An intensive program designed to improve instructional skills of teachers in earth science. Emphasis placed on a "hands-on", discovery learning approach to science teaching. Includes a study of the environment, astronomy, weather, and local earth science programs. Open to 20 selected participants.

HEALTH & EXERCISE SCIENCE

HEALTH

- 521: PERSONAL AND COMMUNITY HEALTH 3 hrs
An introduction to factors influencing and determining personal and community health with emphasis upon major health problems of adults and environmental health problems.
- 554: SCHOOL HEALTH 3 hrs
A study of the major health problems of elementary school children, including health screening, methods, materials and modern health resources.
- 555: DRUG EDUCATION 3 hrs
A study of the sources, effects, and abuse of legal and illegal drugs. Emphasis is on the classification of frequently abused drugs, and the community and personal factors associated with this abuse.
- 557: CONSUMER AND NUTRITION EDUCATION 3 hrs
A study of health services, products, and nutrition with emphasis upon methods and materials pertinent to health and physical education.

EXERCISE SCIENCE

- 524: ADMINISTRATION OF HEALTH - PHYSICAL EDUCATION 3 hrs
A study of the principles underlying the organization and administration of programs of health, physical education and athletics in modern schools.
- 545: METHODS AND MATERIALS OF TEACHING HEALTH AND PHYSICAL EDUCATION IN THE SECONDARY SCHOOLS 3 hrs
A study of curriculum planning based upon grade characteristics and educational philosophy. Emphasis will be placed on teaching-learning strategies, selection and design of materials, and analytical analysis.
- 546: PRINCIPLES AND PROCEDURES OF WOMEN'S SPORTS 3 hrs
An examination of the history, values, and trends extracurricular sports programs for girls and women. Emphasis will be placed upon anthropometric and physiological factors, physical conditioning, sports training in, and psychological and sociological implications of girls' and women's sports.
- 547: TECHNIQUES OF COACHING FOOTBALL 3 hrs
A study is made of the basic offenses and defenses in current use. The student is to gain an insight into offensive strategy and to learn defensive strategy, how to attack certain defenses, and how to contain certain offensive formations. Other areas include utilization of staff, practice organization, scouting techniques, and conditioning procedures.
- 548: TECHNIQUES OF COACHING BASEBALL 3 hrs
A study of the individual play of each position plus the techniques and fundamentals of baseball. Students will be given an insight into the rules of baseball, practice organization, field maintenance, and the correct method of scoring.
- 559: PHYSICAL EDUCATION FOR SPECIAL POPULATIONS 3 hrs
Designed to prepare the physical educator to select and conduct physical education activities for children with various handicaps. Attention will be given to adapting activities and remedial techniques.

MUSIC

- 595: LEVEL II, CERTIFICATION IN ORFF-SCHULWERK 3 hrs
Students will work with the instruments included in an Orff Instrumentarium with both improvised and composed material through teacher direction and homework assignments. Movement, speech and recorder techniques will be extended according to the objectives above and in accordance with the Level II guidelines issued by the American Orff-Schulwerk Association.
- 596: INTRODUCTION AND APPLICATION OF THE ORFF-KODALY APPROACH TO MUSIC EDUCATION 3 hrs
A study of the basic elements of music through participatory activities using music,

speech, movement, children's games, and stories. Designed for the classroom teacher, music teacher, and other interested professionals.

PSYCHOLOGY

- 596: THE HYPERACTIVE CHILD 3 hrs
A survey of recent research on the etiology, diagnosis, and treatment of the hyperactive child. Emphasis is on behavioral therapy.

READING

- 514: FOUNDATIONS OF READING INSTRUCTION 3 hrs
A survey of historical, philosophical, pedagogical, psychological, and theoretical foundations of reading. Summer.
- 515: IDENTIFICATION OF CHILDREN WITH READING DISABILITIES . . . 3 hrs
(Prerequisite- Reading 514)
Causes of reading disabilities; characteristics of language disordered and reading disabled students; administration of diagnostic language and reading instruments; introduction to writing case studies, including descriptions of reading disabled child's ability to contend with the language demands of the classroom; introduction to intervention strategies. Fall.
- 516: CLINICAL PRACTICUM IN READING 3 hrs
(Prerequisite- Reading 514 and 515)
Remedial reading intervention with children; language and reading posttesting; conclusions drawn about success of intervention; predictions of future performance; suggestions for further remediation; case study. With permission of the instructor, may be taken with Reading 515.
- 518: READING IN THE CONTENT AREA 3 hrs
Techniques and strategies for teaching reading in the content areas; models of instructional procedures are demonstrated; remedial reading in the content areas is also addressed.

ADMINISTRATION

President	Kenneth Schwab BS, Purdue University; MEd, University of North Carolina; EdD, Indiana University
Provost and Dean of the College	Robert Bareikis
Vice President of Development	Eugene Gregory
Vice President for Finance and Administration	Tom Phizacklea
Dean of Student Life	Scott Greenwood
College Registrar	Gary Young
Director of Financial Aid	Mary Sue Rix

GRADUATE COUNCIL

Robert Bareikis	Provost and Dean of the College
Barrie Richardson, DBA	Professor of Business and Economics and Dean of the School of Business
Scott Vetter, PhD	Chairperson of Department of Geology and Associate Professor of Geology
E John Turner, EdD	Chairperson of Education Department and Associate Professor of Education

MASTER OF EDUCATION FACULTY

E John Turner	Associate Professor of Education and Chairperson of Department BS, Centenary College, 1969; MEd, Northwestern State University, 1974; MA, Northwestern State University, 1979; EdD, Northwestern State University, 1980 (1989)
Grace Bareikis	Lecturer BA, Indiana University, 1977; MS, Indiana University, 1979; EdD, Indiana University, 1987(1995)

- David Bedard Associate Professor of Physical Education
BS, 1968, MEd, 1972, Northwestern State University; EdD, 1981, East Texas State
University(1981)
- Lewis Bettinger Professor of Psychology
BS, 1962, MA, 1963, PhD, 1966, Ohio State University (1972)
- Harold Christensen Associate Professor of Economics
BA, 1971, MS, 1975, EdD, 1979, Oklahoma State University(1980)
- James C Farrar Associate Professor of Physical Education
BS, 1953, Louisiana Tech University; MS, 1961, University of Arkansas; EdD, 1975,
Northwestern State University (1977)
- Kathryn Fell Associate Professor of English
BSE, Southern Arkansas University, 1976; MA, Louisiana Tech University, 1978; PhD,
Texas A&M University, 1986 (1987)
- James Gillespie, Jr Lecturer
BS Centenary College, 1971; MEd, Memphis State University, 1978; EdD, Northwestern
State University, 1987 (1990)
- Sammye Guenther Assistant Professor of Education
BA, 1967, MA, 1985, PhD, 1997, University of Missouri (1996)
- Gaius N Hardaway Professor Emeritus of Education
BS, Centenary College, 1949; MEd, University of Arkansas, 1954; EdD, University of
Mississippi, 1969 (1977)
- Sue N Hernandez Assistant Professor of Education
BS, 1971, MEd, 1986, PhD, 1989, Louisiana State University (1993)
- Powell Layton Lecturer
BS, Southwest Texas State College, 1947; MS, Southwest Texas State College, 1948;
EdD, North East Louisiana University, 1978 (1978)
- Victoria LeFevers Professor of Health and PE and
Chairperson of the Dept
BSE, Southern State College, Ark, 1968, MA, 1969, PhD, 1971, Texas Woman's
University (1982)

ACADEMIC CALENDAR 1998 - 1999
(Subject to Change)

NOTE: This academic calendar is tentative. Always check with the Department of Education (869-5223) to see if changes have been made.

FALL SEMESTER 1998

Pre-Registration	June 22-26
Registration	2:30 - 4:15 pm, August 12, 13
Class work begins	August 25
Late Registration - This date only	
\$35 Late Fee	1 - 4 pm, August 25
Last day for adding courses or changing enrollment status	September 2
Last day for removing incomplete grades from preceding semester	October 2
Fall Break begins	8 pm, October 8
Fall Break ends	October 12
Mid-semester grades due (noon)	October 16
Last day for dropping courses or changing enrollment status	October 28
Comprehensive	November
Thanksgiving recess begins	November 25
Thanksgiving recess ends - classes resume	November 30
Class work ends	December 8
Pre-registration for Spring	November 17-21

SPRING SEMESTER 1999

Registration	2:30 - 4:15 pm, January 5, 6
Class work begins	January 11
Late Registration - This date only	
\$35 late fee	1 - 4 pm, January 11
Last day for adding course or changing enrollment status	January 19
Last day for removing incomplete grades from preceding semester	February 12
Mardi Gras Break Begins	2 pm, February 12
Mardi Gras Break Ends - classes resume	February 18
Mid-semester grades due	March 12
Last day for dropping courses or changing enrollment status	March 24
Spring Break	5 pm, March 31

Spring Break Ends - classes resume	April 7
Comprehensive	April
Class work ends	April
Baccalaureate & Commencement	2:30 pm, May 8

SUMMER SEMESTER 1999

Three-week courses meet 3 hours daily
Six-week courses meet 1 hr 30 min daily

Pre-Registration	April
Registration	TBA

Registration is for both sessions

1st session	TBA
2nd session	TBA
Six-week courses	TBA

Last day for adding courses or changing enrollment status	
1st session	TBA
2nd session	TBA
Six-week courses	TBA

Last day for dropping courses or changing enrollment status	
1st session	TBA
2nd session	TBA
Six-week courses	TBA

Comprehensive	July
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